

## New Faculty Onboarding Checklist

**Complete on or before your first day:**

Task	Resources for completion	Completed
Sign and return offer letter	Department	
Send terminal degree transcript	Department – foreign transcripts must be translated	
Complete Form I-9	Department – bring appropriate documentation	
Get Blazer ID (user name for UAB systems) and password	<a href="http://uab.edu/blazerid">uab.edu/blazerid</a>	
Sign up for your benefits at “UAB for Me”	<a href="http://uab.edu/humanresources/home/benefits">uab.edu/humanresources/home/benefits</a>	
Set up direct bank deposit for payroll (requires BlazerID)	<a href="http://financialaffairs.uab.edu/content.asp?id=430692">financialaffairs.uab.edu/content.asp?id=430692</a>	
Get ONE Card (employee badge - for parking, building access, etc.) (requires BlazerID)	<a href="http://uab.edu/onecard">uab.edu/onecard</a>	
Confirm course assignments on BlazerNET (requires BlazerID)	<a href="http://uab.edu/blazernet">uab.edu/blazernet</a>	
Set up email account (requires BlazerID)	<a href="http://uab.edu/blazerid">uab.edu/blazerid</a> – go to “Get a UAB E-mail Account”	
Set up voicemail account (requires BlazerID and phone number)	<a href="http://www.comm.uab.edu/Voicemail.aspx">www.comm.uab.edu/Voicemail.aspx</a>	
Arrange for parking in parking lot or parking garage	<a href="http://uab.edu/parking">uab.edu/parking</a>	
Familiarize yourself with campus safety resources	<a href="http://uab.edu/faculty/safety">uab.edu/faculty/safety</a>	
Sign up for “B-ALERT” severe weather and campus emergency warnings	<a href="http://uab.edu/balert">uab.edu/balert</a>	

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### Other first day information:

Topic	Resources	Completed
Center for Teaching and Learning	<a href="http://uab.edu/ctl">uab.edu/ctl</a>	
Canvas learning management system	<a href="http://uab.edu/canvas">uab.edu/canvas</a>	
Diversity at UAB ( <b>Diversity Awareness Education required</b> at HR Learning Management System for all employees)	<a href="http://uab.edu/equitydiversity">uab.edu/equitydiversity</a> <a href="http://uab.edu/equitydiversity/dae">uab.edu/equitydiversity/dae</a>	
Blazer Express bus system	<a href="http://uab.edu/blazerexpress">uab.edu/blazerexpress</a>	
Campus dining options	<a href="http://uab.edu/dining">uab.edu/dining</a>	
Employee health and wellness	<a href="http://uab.edu/humanresources/home/wellness">uab.edu/humanresources/home/wellness</a>	
Employee Assistance and Counseling Center	<a href="http://uab.edu/humanresources/home/resourcecenter">uab.edu/humanresources/home/resourcecenter</a>	
Disability resources	<a href="http://uab.edu/humanresources/home/relations/aware">uab.edu/humanresources/home/relations/aware</a>	
Veteran resources	<a href="http://uab.edu/humanresources/home/veterans">uab.edu/humanresources/home/veterans</a>	

## New Faculty Onboarding Checklist

### Key Conduct-Related Policies:

Policy	Resources	Completed
UAB Faculty Handbook and Policies	<a href="http://uab.edu/policies/Pages/Faculty-Handbook.aspx">uab.edu/policies/Pages/Faculty-Handbook.aspx</a>	
You and UAB Faculty and Staff Handbook	<a href="http://uab.edu/humanresources/home/policies/handbook">uab.edu/humanresources/home/policies/handbook</a>	
College, school or department faculty handbook, manual or policies	See your department administrator	
UAB Enterprise Code of Conduct ( <b>training required</b> at Human Resources Learning Management System)	<a href="http://uab.edu/policies/content/Pages/UAB-AD-POL-0000691.aspx">uab.edu/policies/content/Pages/UAB-AD-POL-0000691.aspx</a> <a href="http://uab.edu/humanresources/home/careers/19-departments/organizational-a-learning-development/326-learningssystem">uab.edu/humanresources/home/careers/19-departments/organizational-a-learning-development/326-learningssystem</a>	
External Activity Reporting ( <b>all faculty required to file these reports, beginning at time of hire</b> )	<a href="http://uab.edu/research/administration/offices/CIRB/HowTo/Pages/HowToDiscloseActivities.aspx">uab.edu/research/administration/offices/CIRB/HowTo/Pages/HowToDiscloseActivities.aspx</a>	
Alabama Ethics Commission Statement of Economic Interests reporting (all faculty required to file these reports, by April 30 of each calendar year)	<a href="http://uab.edu/compliance/areas-of-focus/alabama-ethics-law">uab.edu/compliance/areas-of-focus/alabama-ethics-law</a>	
Equal Opportunity and Discriminatory Harassment Policy	<a href="http://uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx">uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx</a>	
Violence Prevention and Response Policy (prohibits bullying)	<a href="http://uab.edu/policies/content/Pages/UAB-HR-POL-0000759.aspx">uab.edu/policies/content/Pages/UAB-HR-POL-0000759.aspx</a>	
Duty to Report and Non-Retaliation Policy	<a href="http://uab.edu/policies/content/Pages/UAB-UC-POL-0000763.aspx">uab.edu/policies/content/Pages/UAB-UC-POL-0000763.aspx</a>	
Title IX Policies (include reporting student sexual misconduct) ( <b>training required</b> at Human Resources Learning Management System)	<a href="http://uab.edu/titleix">uab.edu/titleix</a> <a href="http://uab.edu/humanresources/home/careers/19-departments/organizational-a-learning-development/326-learningssystem">uab.edu/humanresources/home/careers/19-departments/organizational-a-learning-development/326-learningssystem</a>	
Consensual Romantic Relationships Policy	<a href="http://uab.edu/policies/content/Pages/UAB-HR-POL-0000254.aspx">uab.edu/policies/content/Pages/UAB-HR-POL-0000254.aspx</a>	

## New Faculty Onboarding Checklist

### Key Research-Related Policies:\*

Policy	Resources	Completed
UAB Enterprise Conflict of Interest and Conflict of Commitment Policy	<a href="http://uab.edu/policies/content/Pages/UAB-AD-POL-0000695.aspx">uab.edu/policies/content/Pages/UAB-AD-POL-0000695.aspx</a>	
Financial Interests Reporting (All faculty engaged in research must file before beginning research)	<a href="http://uab.edu/research/administration/offices/CIRB/HowTo/Pages/HowToDiscloseFinancialInterests.aspx">uab.edu/research/administration/offices/CIRB/HowTo/Pages/HowToDiscloseFinancialInterests.aspx</a>	
Authorship Policy	<a href="http://uab.edu/policies/content/Pages/UAB-UC-POL-0000753.aspx">uab.edu/policies/content/Pages/UAB-UC-POL-0000753.aspx</a>	
Patent Policy ( <b>training required</b> at HR Learning Management System for all employees)	<a href="http://uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx">uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx</a>  <a href="http://uab.edu/humanresources/home/careers/19-departments/organizational-a-learning-development/326-learningssystem">uab.edu/humanresources/home/careers/19-departments/organizational-a-learning-development/326-learningssystem</a>	
Policy Concerning the Responsible Conduct of Research and Other Scholarly Activities	<a href="http://uab.edu/policies/pages/LibraryDetail.aspx?PID=263">uab.edu/policies/pages/LibraryDetail.aspx?PID=263</a>	
Ethics Matter Reporting Hotline	<a href="http://uab.edu/ethics">uab.edu/ethics</a>	

\*Check with your school for further policies, particularly if you will be involved in medical research